**Subtotals**

* To do the subtotals you need to use some information that can be divided in subdivisions.
* When we have this info, we go to the menu and choose “Data”, were we can find the “Subtotal” button at the right, under “Outline” submenu.
* We select the chart that contains the information that we´ll use and we press the “Subtotal” button.
* First, we find the “At each change in:” option. In the scroll-down arrow we have the different categories you used at your chart, select the one that you will want to be shown always, the one that wont vary.
* Then we have “Use function:”, were you will select the function that you want excel to use to find the subtotals in your information.
* Finally we have “Add subtotal to:” were you have again the different categories you used for the chart.
* Most of the time, Excel will recognize automatically which option makes more sense according to what you choose before, but you still have to check and see if this is what you want. The category you choose in this option will be the one that changes and is shown less or more, depending on how much you increase or decrease the view of the subtotals.
* In the three last options of “Replace current subtotals”, “Page break between groups” and “Summary below data” you have to select or unselect depending on what you want.
* The first option will replace what you had before, but this only happens when you already used the “Subtotal” application in the same information before. If you haven´t, this option won´t be useful at all.
* The second option is used to divide the information into different groups of subtotals.
* The last option, “Summary below data” is useful so that you still have all the original information and you can make it be seen or hide with the plus and minus signs at the left.
* When you have everything you want selected “Ok”.
* If you don’t like what you´ve got, select the information you have, go again to the “Subtotals” button and click “Remove all”.
* If you follow these steps you´ll be able to divide your information into more organized categories, which is why “Subtotals” is used.